

Suppliers and Contractors Privacy Notice

Irish Hospice Foundation Suppliers and Contractors Privacy Notice

Who we are and what we do

We are ***Irish Hospice Foundation***, a national charity dedicated to all matters relating to dying, death and bereavement in Ireland. Irish Hospice Foundation is a registered charity (CHY 6830 with the Irish Revenue Commissioners and Registered Charity No. 20013554 with the Charities Regulatory Authority) and a company limited by guarantee (Registered No. 114617).

The registered address is 4th Floor, Morrison Chambers, 32 Nassau Street, Dublin 2. You can contact us through the number **01-6793188** or email us at info@hospicefoundation.ie

Our data processing purposes

To receive invoices, get approval from relevant budget holders, process payment and other corporate processes, we collect our suppliers and contractors' personal data. This includes your names, addresses and bank details. For our contractors, we also collect your PPS numbers.

Where we get your data and how long we keep it for

You provided this data to us when you sent us your invoice and we will be retaining this data for 7 years. This is based on the Statute of Limitation and the Tax Code requirement of 6 years plus 1.

Legal basis/lawfulness

We are processing this data based on contract, legal obligation and our legitimate interest in keeping accurate records of financial. This is based on Article 6 of the GDPR.

Where we store your data and who we share it with

Your data is stored in restricted access folders within Irish Hospice Foundation's database. Physical copies of invoices are also stored securely in IHF's premises. We do not share your data with any third party for any purpose unless compelled by legal authorities.

Your rights and who you should contact

Under the GDPR, you have rights over your personal data.

You have the right to access your personal data; right to rectification; right to be forgotten/erasure; right to restrict processing; right to object; right to refuse automated decision-making and/or profiling; right to portability.

While these rights are not absolute, ***Irish Hospice Foundation*** is committed to helping you exercise your rights. If you have any questions regarding these rights, contact us in the details provided above or email dpo@hospicefoundation.ie

You have the right to lodge a complaint with our regulator, the Data Protection Commission in respect of any processing, by or on behalf of IHF, of personal data relating to you.

Making a complaint to the DPC is simple and free. All you need to do is write to the Data Protection Commission, providing details about the matter. You should clearly identify the organisation (in this instance the Irish Hospice Foundation). The DPC's contact details are below:

Postal Address:

Data Protection Commission
21 Fitzwilliam Square South Dublin 2
D02 RD28
Ireland

Website: <https://forms.dataprotection.ie/contact>

You are also allowed to seek a judicial remedy if you believe your rights have been infringed because of non-compliance with the Act.